



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 31, 2022
RE: CEO MESSAGE




"PCI...Our WHY...Children and Families!"

"PCI...Our Why... Children and Families!"

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 Greetings!



I hope you have had a  of a week! Trick or Treat!!!!
 I know that everyone has been staying very busy. I also heard there were some really creative and fun activities had for the children at the Centers for the Fall Festival! Way to go! I thank you for providing normalcy for our children. Before you know it, Thanksgiving will be here!

It has been a very busy time at PCI which includes hosting the Legislative Assistant from Congressman Tony Gonzales' office. We visited centers in his district which included **Meadowood Early Learning Center, W. Hutchins Early Learning Center, and E. Central Early Learning Center.** The ECCs provided the tour of their center, and the teachers and children were awesome! Also, we visited Ms. Candace Collins and the Brady Environmental Resource Center. Ms. Collins gave a tour of all the unique items in the Resource Center that is specific to the unique needs of the staff. Great job, Ms. Collins and Great job, all and thank you for allowing us to take up some of your time. You made PCI proud!

The 2023-2024 Continuation Refunding applications have been submitted. Special thanks to Mrs. Doxie, Ms. Almares and Mr. Segura, the Policy Council, Board of Directors, Executive Staff, Cabinet, and Mrs. Natalie Diaz for their hard work and input finalizing the application. As some of you may be aware, our fiscal year begins **February 1** and ends **January 31** of each program year. Therefore, each year an application must be submitted to the Regional Office Administration for Children and Families in Dallas, Texas. The application is due November 1, 2022. All four applications will be submitted prior to November 1, 2022.

A New Position for 2023-2024 was included in this application which is the Security Specialist position. The purpose of this position is to assure our centers and facilities are being monitored at all times for safety purposes. This person will be able to not only see what is taking place at your centers but will be able to hear what is going on as well. The position will be posted soon, but I ask that we all continue to be vigilant, keeping the children safe, locking doors, etc.

Children's Recognition Day!

The last weekday of each month is Children's Recognition Day at PCI. This day recognizes those children who have had perfect attendance for the entire month! Way to go! We cannot recognize the children without acknowledging their

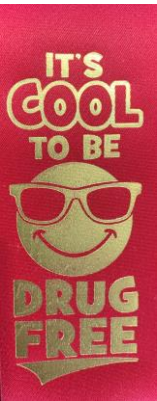
parents. Attendance **Helps Children Succeed in Life**. Most importantly, attending school regularly is one of the best ways for children to set themselves up for success in life. Children who attend school regularly are more likely to graduate from high school and college, find a good job, and establish strong relationships. So, let's congratulate our children and parents for helping...
"Grow San Antonio's Tomorrow...Today!"

October Employee Recognitions!



Congratulations to the **ECCs** and the **Education/Trainers** for being a vital part of the agency. Your dedication to your centers and the children and families served does not go unnoticed. We hope you enjoyed your appreciation month, though we know you deserve much more. Way to go to the supervisors for helping make the day and month special. The next **Employee Recognitions** will be observed in January as we celebrate and recognize our **Maintenance/Custodial** and **Compliance/Special Services** staff!

Red Ribbon Week



This year marked the 35th annual celebration of **Red Ribbon Week**. It was inspired by the life and work of Drug Enforcement agency Special Agent Enrique "Kiki" Camarena. He yearned to make a difference by joining this force to help fight illegal drugs. In 1985, while working undercover in Mexico, Camarena was kidnapped and killed by drug traffickers. Responding to his murder, The Citizens In his hometown of Calexico, California began wearing red ribbons. IN 1988, Congress officially proclaimed the last week of October as Red Ribbon Week. Now, over 100,000 schools and other organizations across the U.S. will use this time to spread the important message about living a drug and alcohol -free lifestyle. Thanks to all who showed their "Drug Free Spirit!"



Leadership PCI

The fifth class of Leadership PCI will hold its third official session of the school year on November 1st at the Brady Environmental Resource Center with the session focusing on the

Community Assessment featuring **Mr. Jesse Diaz, Data & Assessment Coordinator** and **Mrs. Catherine Padialla-Ortas, EHS-CCP Coordinator**.



Champions fore Charity® is a fundraising program designed by Golf San Antonio to give participating organizations the opportunity to generate contributions through the Valero Texas Open. Champions for Charity is a no-cost program that gives **100%** of the funds raised back to the participating organizations. In other words, anything raised comes back to PCI. Let's all participate. More information to come.



October 31st is the last day we officially recognize **Head Start Awareness Month**; however, we should never forget the purpose of Head Start and the difference Head Start makes in the lives of millions of children and families nationally and here in San Antonio! Did you know Sesame Street was created by Head Start? There are so many **firsts**' Head Start is responsible for that it doesn't get credit for. We all know Head Start is the leader of Early Childhood Education! Let's continue to lead in this area by providing **high-quality** services to prove that Head Start and Early Head Start makes a positive difference!

Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the services provided by dedicated Head Start staff have been instrumental in creating a **quality** program that truly provides young children with a "head start" in life.

REMEMBER...NOVEMBER 6, 2022

Time to fall back

Remember to set your clocks back one hour.



Veteran's Day November 11th, 2022

Since 2010, PCI has published a special **Veterans Day Commemorative Edition** honoring and saluting our family members that serve or has served in the military. Thanks to your participation and Ms. Danae Guzman's attention to detail and Ms. Murphy's creation of the booklet, the Commemorative Edition is ready for publication. You will be receiving your copy soon.



Full Enrollment Initiative

Kudos to our Family Service workers for doing a great job in recruiting and enrolling families/children into Head Start and Early Head Start. But did you know we all are responsible for recruiting and putting the word out about our programs? Recruitment is everyone's business here at PCI. The Office of Head Start has begun a program that focuses on the importance of **full enrollment**. Find out from Ms. Lydia Almares, Mr. Gregory John or your supervisor how you can help with our child recruitment efforts. This means we are required to provide services to 100 percent of our funded enrollment and maintain an active waiting list at all times.

Each month, I provide the Office of Head Start with our enrollment numbers per center. If we are not 100% enrolled for four consecutive months and are considered Chronically Under enrolled, our grant could be recaptured, withheld, or the amount reduced. With any of these, a reduction in staff is inevitable. So, full enrollment is everyone's business. For more ideas about how we all can help in this effort, please contact **Ms. Lydia Almares** or **Mr. Gregory Flores-John**.



The incentive for bringing **qualified** staff to be hired at PCI is still underway! For more information, please contact our Human Resources Department or to see what positions are needed, please visit our website.



Way To Go! to All who participated in the Following October

Activities

- Employee Recognitions – ECCs and Education/Trainers
- Legislative Assistant for Congressman Tony Gonzales visit
- Wellness Wednesday
- Recruitment and Enrolling
- Centers in 100% Compliance (Licensing and PCI Monitoring)
- Hispanic Heritage Month Activities and Children’s Presentations
- Policy Council and Board Meetings
- President/Officers Summit
- New Staff Orientations
- Cardboard Challenge
- Head Start Awareness Month Activities
- Red Ribbon Week
- Center Fall Festivals
- Champions Fore Charity Kickoff
- Leadership PCI Session #2
- Boss’s Day
- Bus Evacuation Safety
- Continuation Refunding Applications
- Children Recognition – Perfect Attendance

Great things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take – shows our WHY and brings us closer to our destination - **EXCELLENCE!** Have a fantastic Monday and safe Halloween and remember we are **SUCCESSFUL** when we **TRY** our **BEST!**

I'M A SUCCESS

by

DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mayor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!



"PCI...Growing San Antonio's Tomorrow...Today!"

"Cherishing children is the mark of a civilized society." - Joan Ganz Cooney



PLEASE NOTE THIS CALENDAR IS FOR STAFF PLANNING PURPOSES ONLY. EXECUTIVE AND CABINET PLEASE REVIEW YOUR CALENDARS FOR ITS ENTIRETY

CALENDAR OF EVENTS

Events are subject to change

NOVEMBER

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., * EHS/CCP Parent Teacher Conference I and Fall TSG Assessments, *Parent Gazette Holiday Addition (November-December), *Wellness Wednesday, *Family Day

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Leadership PCI Session III Community Assessment – 4:30 – 6:00 pm
 - Head Start/Head Start II/Early Head Start II/Early Head Start Budgets Due
 - EHS/CCP Directors’ Roundtable
 - All Saints Day
 - Bus Evacuation Training – Place4Life EHS – 9:00 am
 - Bus Evacuation Training – Place4Life HS – 10:00 am
- ❖ 3 – Executive Team Meeting
- ❖ 4 – CEO Office Staff Meeting
 - Food Order
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 5 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 6 – Daylight Savings Time Ends – Fall back 1 hour
- ❖ 7 – Process Payroll
 - New Staff Orientation TDFPS-8 Hours
- ❖ 8 – Staff Development Day/Student Holiday – Centers Closed
 - Election Day – ***Exercise Our Right***
 - New Staff Orientation Curriculum
- ❖ 9 – Family Service Workers Staff Meeting
 - New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
 - Head Start Consortium Meeting 8:30
- ❖ 10 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
- ❖ 11 – Payday
 - Food Order
 - Fiscal Staff Meeting
 - Bailey’s Child Development Center Closed
 - Veterans Day
- ❖ 12 – Shared Program Governance Training & Meeting – 8:30 am
 - Health Fair
- ❖ 14 – Early Process Payroll
 - Fiscal Budget Meeting
 - Operations Staff Meeting
- ❖ 16 – Male Initiative Meeting – 6:00 pm
- ❖ 17 – Executive Team Meeting
 - Thanksgiving Luncheon @ Centers
- ❖ 18 – Early Payday
 - Southwest Early Release – 1 Hour
 - 90 Days Activities Due
 - Food Order

- Education/Training Staff Meeting
- EHS/CCP Team Meeting
- ❖ 21-22 – Southwest Student Holiday/Teacher Flex Day
- ❖ 21-25 – Thanksgiving Break – Centers & Offices Closed
- ❖ 21-23 – Agency Paid Leave
- ❖ 23-25 – Southwest Student/Staff Holidays
- ❖ 23 – Thanksgiving Celebrations at CCP Sites
- ❖ 24-25 – Agency Holiday
- ❖ 24 – Thanksgiving Day
 - CCP Sites Closed
- ❖ 25 – CCP Sites Closed
- ❖ 29 – Giving Tuesday
 - Report due for HN Grant in GrantSolutions
- ❖ 30 – Incredible Years Parent Curriculum Training
 - Children’s Perfect Attendance Recognition Day

DECEMBER

***Important Information:** Compliance/Facilities/Disabilities/Mental Health
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Wellness
 Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12– DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Executive Team Meeting
 - CEO 12 Days of Christmas PTO Give-O-Way Begins
- ❖ 2 – CEO Office Staff Meeting
 - Food Order
- ❖ 5 – Process Payroll
 - Operations Staff Meeting
- ❖ 6 – Leadership PCI Session IV Instruction – 4:30 – 6:00 pm
 - EHS/CCP Directors’ Roundtable
- ❖ 7 – Data Initiative Meeting
 - Pearl Harbor Remembrance Day
- ❖ 8 – Executive Team Meeting
- ❖ 9 – Payday
 - Food Order
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 12 – Early Process Payroll

- Fiscal Budget Meeting
- ❖ 13 – Board of Directors Meeting – 6:30 pm
- ❖ 14 – Family Service Workers Staff Meeting
- ❖ 15 – Executive Team Meeting
 - Christmas Luncheon @ Centers
- ❖ 16 – Early Payday
 - Southwest Early Release – 1 Hour
 - CEO 12 Days of Christmas PTO Give-O-Way Ends
 - Food Order
 - Children’s Perfect Attendance Recognition Day
 - EHS/CCP Team Meeting
- ❖ 19-Jan 2 – Winter Break – Centers and Offices Closed
- ❖ 19-23 – Agency Paid Leave
- ❖ 21- Winter Begins
- ❖ 22 – Madonna Center Inc. Posada & Holiday Luncheon
- ❖ 23 – Green Oak Learning Center Closed
 - Bailey’s Child Development Center Christmas Festival
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 26 – Agency Holiday
 - CCP Sites Closed
- ❖ 27-29 – Agency Paid Leave
- ❖ 27-30 – Bailey’s Child Development Center Closed
- ❖ 30 – Agency Holiday
- ❖ 31 – New Year’s Eve



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